

PERSONNELService Personnel: Evaluation

The school board has directed that an evaluation program for service personnel be developed under the direction of the superintendent. It is the desire of the school board and the administrative staff to involve service employees of the division in a cooperatively developed procedure. Positions to be evaluated under this procedure include all those on the service salary schedule as approved by the school board.

A. Purpose

The performance evaluation will:

- Serve as an assessment tool for employees job performance
- Provide each employee with specific and clear goals he/she must attain to receive a satisfactory or better performance rating.
- Provide opportunities for employees to analyze needs and develop a plan for growth and development.
- Encourage and improve communication between the employee and his/her supervisor via an increased understanding of each other's job.
- Serve as a guide for personnel actions.

B. Orientation

Prior to October 15th of each school year, the immediate supervisor shall discuss the evaluation procedure, schedule, and the evaluation instrument with all service employees. A copy of the appropriate evaluation instrument (Exhibits A & B) shall be provided to all service employees at this time. Service employees who are employed after October 15th shall be provided the same evaluation information at the time of employment.

PERSONNELService Personnel: Evaluation (continued)C. Procedure

1. Each service employee shall be evaluated in an annual basis by the principal and/or the immediate supervisor. All supervisors or supervising teachers with whom the employee works should be involved in the evaluation. The annual evaluation shall be completed on or before June 15 of each school year. The evaluation schedule and procedure is to be used in the evaluation of all service employees.

Because of the transiency Bus drivers are to be evaluated annually by the Director of Transportation. The Director of Transportation is urged to utilize the services of evaluation of principals and assistant principals to assist in the evaluation of the bus drivers.

2. All new service employees and each experienced service employee who is not performing satisfactorily shall be evaluated on or before January 15th. The same procedure and evaluation instrument used in the annual evaluation shall be used for the interim evaluation. Additional interim evaluations shall be at the discretion of the building administrator and/or immediate supervisor.
3. If a service employee is evaluated as less than satisfactory on the final evaluation, a conference with the appropriate Assistant Superintendent to whom the employee's specific department reports may be requested by the service employee.
4. Copies of the completed evaluation are to be distributed to the following:
 - a. Employee
 - b. Immediate Supervisor
 - c. Employee's Personnel File

PERSONNELService Personnel: Evaluation (continued)D. Performance/Skills

The rating scales (Exhibits A & B) will be as stated on the evaluation instrument based on the job description. All service employees will be evaluated on the following performance and/or skills:

1. Quality of work
2. Job knowledge
3. Attitude
4. Attendance and punctuality
5. Personal characteristics
6. Possesses skill and judgment in the use of equipment
7. Interpersonal relationships
8. Job description

Non-Exempt Service Employee Evaluation Form

1. Quantity of work
2. Quality of work
3. Job knowledge
4. Dependability
5. Cooperation
6. Aptitude
7. Punctuality and Attendance

Exempt Service Employee Evaluation Form

1. Knowledge of work
2. Quality of work
3. Quantity of work
4. Initiative/Motivation
5. Cooperation/Relationship
6. Problem analysis
7. Judgment
8. Planning and Organization
9. Follow-up and Control
10. Oral Communications
11. Written Communications
12. Attention to safety
13. Development of employees
14. Leadership

PERSONNELService Personnel: Evaluation (continued)

15. Equal Employment Opportunity/Affirmative Action
(for those who supervise employees only)

Approved by Superintendent: April 6, 1987
Revised by Superintendent: June 9, 1992
Revised by Superintendent: January 25, 1994

STAFFORD COUNTY SCHOOLS
Stafford, Virginia 22554

SERVICE PERSONNEL - EVALUATION FORM I

NAME: _____

DATE: _____

POSITION: _____

DEPT./SCHOOL: _____

Instructions: Check the appropriate column

I. PERFORMANCE

A. Possesses the necessary skills to do the assigned
job

B. Takes pride in his/her work

C. Exhibits a willingness to cooperate with supervisor,
principals, and staff

D. When an emergency arises, exhibits an effort above
and beyond the normal routine

E. Is willing to take directions from his/her
supervisor

II. PERSONAL CHARACTERISTICS

A. Gets along with fellow employees

B. Is punctual

C. Is properly dressed for the job

D. Exhibits good personal cleanliness habits

E. Has no habits that are detrimental to his/her
performance on the job

F. Is loyal to the school division and the people with
whom he/she works

Service Personnel - Evaluation Form I
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COMMENTS:

GENERAL RATING

Effective _____

Needs Improvement _____

Unsatisfactory _____

CONTRIBUTORS:

RATING CRITERIA

EFFECTIVE - One or no checks in the Needs
Improvement category; no checks
in the Unsatisfactory category.

NEEDS IMPROVEMENT - Two (2) checks in the
Needs Improvement category or one
check in the Unsatisfactory category.

UNSATISFACTORY - More than two (2) checks in
the Needs Improvement category or
more than one check in the
Unsatisfactory category.

This certifies that I have reviewed the above evaluation and in no way
indicates my approval or disapproval.

Employee's Signature

Evaluator's Signature

Original: Evaluatee
First Copy: Evaluator
Second Copy: Personnel

Date

STAFFORD COUNTY SCHOOLS
Stafford, Virginia 22554

SERVICE PERSONNEL - EVALUATION FORM I

NAME: _____

DATE: _____

POSITION: _____

DEPT./SCHOOL: _____

Instructions: Check the appropriate column

I. PERFORMANCE

- | | Effective | Needs Improvement | Unsatisfactory |
|---|-----------|-------------------|----------------|
| A. Possesses the necessary skills to do the assigned job | | | |
| B. Takes pride in his/her work | | | |
| C. Exhibits a willingness to cooperate with supervisor, principals, and staff | | | |
| D. When an emergency arises, exhibits an effort above and beyond the normal routine | | | |
| E. Is willing to take directions from his/her supervisor | | | |

II. PERSONAL CHARACTERISTICS

- | | | | |
|--|--|--|--|
| A. Gets along with fellow employees | | | |
| B. Is punctual | | | |
| C. Is properly dressed for the job | | | |
| D. Exhibits good personal cleanliness habits | | | |
| E. Has no habits that are detrimental to his/her performance on the job | | | |
| F. Is loyal to the school division and the people with whom he/she works | | | |